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Enrollment Data Quality

Two data quality issues relating to 2011-12 student enrollments are creating problems with data reporting at KDE. Districts should clean up the following issues as soon as possible:

- ◆ all overlapping student enrollments that overlap more than one day (article in August edition of *KSIS & More Newsletter*)
- ◆ all student enrollment records, including no-show enrollments, missing an end date/status (KSIS notification sent)

USER GROUP MEETINGS

Infinite Campus (IC) Client Executive Lisa Rhoton has worked with school districts to schedule eight different user group meetings across the state to start the new school year.

An IC trainer will be covering topics such as new Infinite Campus features and upcoming features, the new Behavior module, a Scheduling 5.0 overview and a KDE update.

If you would like to register, please e-mail Lisa Rhoton at lisa.rhoton@infinitecampus.com and let her know at which location you would like to attend and how many will be participating.

September 17

Caldwell County
 Central Office
 612 W. Washington Street
 Paducah

September 18

Ohio County
 Ohio County High School
 1400 S. Main Street
 Hartford

September 19

Hardin County
 Central Office
 65 W.A. Jenkins Road
 Elizabethtown

September 20

Barren County
 Trojan Academy
 505 Trojan Trail
 Glasgow

October 1

Breathitt County
 Breathitt High School
 2307 Bobcat Lane
 Jackson

October 2

Rockcastle County
 Central Office
 245 Richmond Street
 Mt. Vernon

October 3

Scott County
 Elkhorn Crossing
 2001 Frankfort Pike
 Georgetown

October 4

Walton-Verona
 Walton-Verona High School
 30 School Road
 Walton



CIITS UPDATE

- ⇒ The Limited English Proficiency (LEP) Key Performance Indicator (KPI) has been temporarily disabled. The KPI will become available again once data is available in the new Infinite Campus LEP module expected in October.
- ⇒ Daily staff files are now being sent. This means roles established within Infinite Campus are reflective in CIITS within a couple of days instead of a week.



DATA STANDARDS

The [2012-13 standards](#) were published on September 17. The format has been changed this year. References to regulatory requirements, data use and available training have been added to improve usability.

The standards are a critical part of reporting your student and district data. There are important financial and other data-driven decisions made from the data that is in the Student Information System, so accuracy is of utmost importance.

The standards are created in collaboration with KDE program areas such as Special Education, Migrant, Title I and others.

If you have any questions regarding any of the data standards, contact the data steward listed in the standard.

NEW COMBINE PERSON TOOL

The E.1234 release contains a new version of the Combine Person tool. This tool gives the ability to administrators to search and combine two people within Infinite Campus. The new features are:

- ⇒ **The existing data for the two person records being combined will be presented to the user.**
- ⇒ **Pre- and Post- Audit Reports are provided to audit a subset of each user's information before and after a merge occurs.**
- ⇒ **Merging that is done in District Edition also will merge records in State Edition.**

This is an administrative tool and the following should be understood:

- ⇒ **User access needs to be very limited (Infinite Campus recommends no more than one or two people per district).**
- ⇒ **Once a merge is completed, it cannot be undone by district personnel.**
- ⇒ **The district will be charged a per-hour fee by Campus Support for correcting the records at district and state levels.**

When merging two-person records, duplicate information is deleted, similar data is merged and unique data is kept. Users are highly encouraged to use the Duplicate Student Search Report and Duplicate IDs Report to identify potential duplicate students prior to using the Combine Person tool.



Documentation for the new tool can be found on Campus Community [here](#).

NEW LEP MODULE - COMING SOON

Infinite Campus is releasing its new LEP module in the September release (E.1238). It will be available to all Kentucky districts in early October and is a significant change to system functionality. Infinite Campus distributed notification and details of the LEP Release in Campus Community. Infinite Campus will continue to support Kentucky LEP reporting requirements; however, district-created ad hocs and reports will need to be modified to run in the new structure. We encourage districts to utilize Campus Community and develop district-wide training plans.

To access information regarding the LEP Tab on Campus Community, use the following path:

CAMPUS COMMUNITY > KNOWLEDGE BASE > STUDENT INFORMATION > PROGRAM PARTICIPATION > LEP

SCHOOL REPORT CARD—UPDATE

The School Report Card is now available for schools and districts to view ahead of the public release in late October; only the shell is available for data not yet released. Much of the data come from Infinite Campus, so it is good to be familiar with this ongoing work. Sections within the Report Card include:

1. Profile - contains school and district information including SBDM and board members.
2. Learning Environment - only area where 2011-12 data are available. Data refreshed September 11 include Free & Reduced-Price Meal Status (data as of 11/1/11) and Non-Academic/Student Success. Behavior data will be refreshed the week of September 24.
3. Delivery - available as of September 11 and will provide details of delivery goals for each school.
4. Assessment - available September 18 and will provide performance ratings for educational progress. Includes K-PREP, NRT, ACT, PLAN and EXPLORE.
5. Accountability - expected to be available the week of September 24.

Remember, the report card is only viewable within the KETS network [here](#). Reports are viewable for all schools and districts through this link.

KINDERGARTEN CODE

The Kindergarten Code found under System Administration > Calendar > Calendar > Grade Levels is used by KDE for various types of reporting. Please check to see that this indicator is set correctly for each schedule structure in all schools in your district where kindergarten is taught.

2011-12 CIVIL RIGHTS DATA COLLECTION (CRDC)

Opening day is nearing for the U.S. Department of Education's School Year 2011-12 Civil Rights Data Collection (CRDC) submission website. The CRDC is currently in the Pre-Collection phase. During this phase, districts are encouraged to use specially designed pre-collection tools to collect and save school year 2011-12 data for submission in September. We encourage you to take advantage of the pre-collection tools during this final month before survey opening day. September is a very busy month for schools, and by using these tools now, the submission process should be smoother and less burdensome as we start into the next school year.

These pre-collection tools can be found at <http://crdc2011.org/LEA/PreCollectionTools.aspx> and include:

- Flat File Specifications: designed to support larger districts that can use the summer months to prepare their CRDC submission.
- Excel Templates: user-friendly templates designed for school districts to collect data and create a data files to upload minimizing the manual data entry into the submission website.
- PDF Templates: designed for districts with one to two schools to record the CRDC data to be manually entered into the submission website in September.

Training webinars also have been prepared to introduce the CRDC and the pre-collection tools. To find these and additional CRDC resources, visit www.crdc2011.org.

If you have any questions about SY 2011-12 CRDC, please do not hesitate to contact the Partner Support Center: [Contact Support Form](#) or call (855) 320-6459.

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